La Petite École Française

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E-Safety and Acceptable Use Policy

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This policy takes into account the guidance given in: *'DfE guidance 'Teaching Online Safety in Schools' (2019)*

1. Introduction

The Internet and other digital technologies permeate all aspects of life in a modern technological society. Internet use is part of the Curriculum and is a necessary tool for staff and pupils. It is a requirement that pupils from CP to CM2 will have access to the Internet and digital technologies at school, in order to enrich their learning.
La Petite Ecole Française has 20 iPads in use to allow pupils to develop digital skills such as coding or to support learning skills. Internet access at school is allowed only from CP to CM2 classes under the supervision of the class teacher.

Currently the Internet technologies/support children are using both inside and outside of the classroom and related to school activities include:

- Learning Platforms or websites (Rallye lecture, Maths heroes, Calculatice, Tacit…);
- Virtual Learning Environments (Zoom, Google meet…);
- Email (for CM1 and CM2 classes only);
- School blog (Seesaw);
- Podcasts on the PEF Radio website.

2. Scope

This policy applies to all pupils, parents and teaching staff.

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3. Aims

Our aim is to ensure all pupils, including those with special educational needs:

- Use technologies safely by teaching online safety;
- Develop an understanding of the uses, importance, limitations and risk of the Internet and other digital technologies in the modern world;
- Use the Internet and other digital technologies to support, extend and enhance their learning;
- Develop a positive attitude to the Internet and develop their ICT capability through both independent and collaborative working;

Internet use will support, extend and enhance learning.

- Pupils from CP to CM2 are given clear objectives for Internet use.
- Web content is subject to age-appropriate filters.
- Internet use is embedded within the curriculum.
- Pupils using Internet at school will always be under the supervision of a teacher.

4. Pupils use existing technologies safely

Pupils are taught about e-Safety as part of the curriculum using French videos such as 'Hygiène mentale', which relates to the use of Internet safety, discussions around books such as 'Lilly se fait piéger sur Internet' and the support of the website CEOPS and 'Think you know.co.uk'. Teacher can also use the support of '*Education for a connected world framework – 2020 edition*'

Teaching online safety means underpinning knowledge and behavior including:

1-**How to evaluate what they see online** - This will enable pupils to make judgements about what they see online and not automatically assume that what they see is true, valid or acceptable. Our school can help pupils consider questions including:

- is this website/URL/email fake? How can I tell?
- what does this cookie do and what information am I sharing?
- is this person who they say they are?
- why does someone want me to see this?
- why does someone want me to send this?
- why would someone want me to believe this?
- why does this person want my personal information?
- what's behind this post?
- is this too good to be true?
- is this fact or opinion?

2-**How to recognise techniques used for persuasion**. Our school will help pupils to recognise :

- online content which tries to make people believe something false is true and/or mislead (misinformation and disinformation),
- techniques that companies use to persuade people to buy something,
- ways in which games and social media companies try to keep users online longer (persuasive/sticky design); and
- criminal activities such as grooming.

3- **Online behaviour** – This will enable pupils to understand what acceptable and unacceptable online behaviour look like. Schools should teach pupils that the same standard of behaviour and honesty apply on and offline, including the importance of respect for others. Our School should also teach pupils to recognise unacceptable behaviour in others. Our school can help pupils to recognise acceptable and unacceptable behaviour by:

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- looking at why people behave differently online, for example how anonymity (you do not know me) and invisibility (you cannot see me) affect what people do, example a disagreement with friends, and disengage from unwanted contact or content online; and
- considering unacceptable online behaviours often passed off as so-called social norms or just banter. For example, negative language that can be used, and in some cases is often expected, as part of online gaming and the acceptance of misogynistic, homophobic and racist language that would never be tolerated offline.

4- How to identify online risks – This will enable pupils to identify possible online risks and make informed decisions about how to act. This should not be about providing a list of what not to do online. The focus should be to help pupils assess a situation, think through the consequences of acting in different ways and decide on the best course of action. Our school can help pupils to identify and manage risk by:

- discussing the ways in which someone may put themselves at risk online,
- discussing risks posed by another person's online behaviour,
- discussing when risk taking can be positive and negative,
- discussing "online reputation" and the positive and negative aspects of an online digital footprint. This could include longer-term considerations, i.e how past online behaviours could impact on their future, when applying for a place at university or a job for example, discussing the risks vs the benefits of sharing information online and how to make a judgement about when and how to share and who to share with; and
- asking questions such as what might happen if I post something online? Who will see it? Who might they send it to?

5-How and when to seek support – This will enable pupils to understand safe ways in which to seek support if they are concerned or upset by something they have seen online. Our school can help pupils by:
- helping them to identify who trusted adults are,
- looking at the different ways to access support from the school, police, the National Crime Agency's Click CEOP reporting service for children and 3rd sector organisations such as Childline and Internet Watch Foundation; and
- helping them to understand that various platforms and apps will have ways in which inappropriate contact or content can be reported.

5. Risk

Understanding and applying the knowledge and behaviours above will provide pupils with a solid foundation to navigate the online world in an effective and safe way. However, schools also need an understanding of the risks that exist online so they can tailor their teaching and support to the specific needs of their pupils.

The main areas of risk for our school community can be summarised as follows:
Content
• Exposure to inappropriate content
• Lifestyle websites promoting harmful behaviours
• Hate content

Contact
• Grooming (sexual exploitation, radicalisation etc.)
• Online bullying in all forms
• Social or commercial identity theft, including passwords

Conduct
• Aggressive behaviours (bullying)
• Privacy issues, including disclosure of personal information
• Digital footprint and online reputation
• Health and well-being (amount of time spent online, gambling, body image)
• Sexting
• Copyright (little care or consideration for intellectual property and ownership)

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6. Data Protection

Personal data (as defined by the Data Protection Act) will be recorded, processed, transferred and made available according to the Data Protection Act 1998 which states that personal data must be:
- Fairly and lawfully processed
- Processed for limited purposes
- Adequate, relevant and not excessive
- Accurate
- Kept no longer than is necessary
- Processed in accordance with the data subject's rights
- Secure
- Only transferred to others with adequate protection.

Staff must ensure that they:
- At all times take care to ensure the safe keeping of personal data, minimising the risk of its loss or misuse
- Use personal data only on secure password protected computers and other devices, ensuring that they are properly 'logged-off' at the end of any session in which they are using personal data
- Transfer data using encryption/ secure password protected devices or ensure that the file is password protected.

When personal data is stored on any portable computer system or IPad:
- the device must be password protected ;
- the data must be securely deleted from the device, once it is no longer required.

Some of our school records are stored digitally. Please refer to the separate 'Data Protection policy'.

7. E-mail
- Pupils from CM1 to CM2 create an email account at school for learning activities and remote teaching.
- Pupils from CM1 to CM2 and staff only use approved e-mail accounts when using the school network.
- Pupils from CM1 to CM2 are aware they must tell a member of staff if they receive inappropriate e-mail communications.
- Pupils from CM1 to CM2 only use e-mail at school for approved activities.
- When an email address is set up for the pupils, the parents are given the email address and password.

8. Internet Access, Seesaw and learning platforms
- Staff should read and sign this policy before using any school ICT resource.
- Pupils are taught to use the Internet responsibly and to report any inappropriate content to a responsible adult.
- Parents are informed about the use of the blog and sign a form to authorise the school to put pictures of their child and articles about their activities during school time on to the blog. The School blog is secured with a password which is only given to parents of the school. Each year, the password is changed.
- Parents are informed of the use of Seesaw as a school blog and learning platform. They receive a password from the teacher to access the platform which relates to their child's class only.
- The Headteacher and teachers are responsible for the content of Seesaw. The Headteacher ensures that the content from teachers and comments from the pupils or parents are appropriate. The Headteacher and teachers form each class receive notifications of comments and can check all content.
- All staff who edit website content must read and sign this policy.
- Pupils are not permitted to bring mobile phones to school. Please see 'Mobile phone policy'

9. Web Filtering
- Teachers supervise every session on the Internet choosing an appropriate website or learning platform. They check apps, websites and search results before using them with children. Internet filters and restrictions are in place.
- Pupils are expected to report any inappropriate content accessed to the teacher.

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10. Communication

Communication of the E-Safety policy to pupils
- Pupils from CP are expected to read (or be read) the age-appropriate Internet and Learning Platform Acceptable Use Policy before using these resources.
- E-Safety rules are posted in CP to CM2 classrooms.
- Pupils are informed that Internet and Seesaw use will be monitored.
- E-Safety is included in the curriculum and regularly reviewed.

Communication of the e-safety policy to staff
- The e-Safety and acceptable use policies is given to all new members of staff.
- All staff are asked to sign the e-Safety and acceptable use policy and it is discussed with them annually.
- Staff are informed that Seesaw use is monitored.

Communication of the e-safety policy to parents/carers
- The E-Safety and acceptable use policies is available on the school website.
- Parents are asked to sign a home-school agreement when their children join the school. This includes acceptable use policies relating to the Internet, learning platforms and other digital technologies.
- The school communicates and publicises e-Safety issues to parents through the school newsletter, and/or the website.

11. E-safety Complaints
- Instances of Internet, learning platforms or Seesaw misuse by pupils should be reported to a member of staff.
- Staff must report any misuse or e-Safety concerns to the Heateacher.
- Instances of staff Internet or Learning Platform misuse should be reported to, and will be dealt with by, the Headteacher.
- Pupils and parents are informed of the consequences of Internet, learning platforms and/or Seesaw misuse.

12. Responsibility for Internet Safety

The Headteacher:
- Primary responsibility: establish and maintain a safe ICT learning environment with the help of the iPad technical manager.
- Responsible for e-Safety issues within the school.
- Ensure that the Owner of the school Devika Malik is informed of e-Safety issues and policies.
- Work with teachers to develop, and review, e-Safety policies and procedures.
- Develop an understanding of relevant legislation and take responsibility for their professional development in this area.

Owner of the School, Devika Malik should:
- Appoint the Headteacher to ensure that e-Safety is included as part of the regular review of child protection and health and safety policies.
- Support the Headteacher in establishing and implementing policies, systems and procedures for ensuring a safe ICT learning environment.
- Ensure that appropriate funding is authorised for e-Safety solutions, training and other activities as recommended by the Headteacher.

Teaching and Support Staff should:
- Contribute to the development of e-Safety policies.
- Adhere to acceptable use policies.
- Take responsibility for the security of data.

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- Develop an awareness of e-Safety issues, and how they relate to pupils in their care.
- Model good practice in using new and emerging technologies.
- Include e-Safety regularly in the curriculum.
- Deal with e-Safety issues they become aware off and know when and how to escalate incidents.
- Maintain a professional level of conduct in their personal use of technology, both within and outside school.
- Take responsibility for their professional development in this area.

Parents and Carers should:
- Contribute to the development of e-Safety policies.
- Read acceptable use policies and encourage their children to adhere to them.
- Adhere to acceptable use policies when using the school Internet and/or Learning Platform.
- Discuss e-Safety issues with their children, support the school in its e-Safety approaches and reinforce appropriate behaviors at home.
- Take responsibility for their own awareness and learning in relation to the opportunities and risks posed by new and emerging technologies.
- Model appropriate uses of new and emerging technologies.
- Liaise with the school if they suspect, or have identified, that their child is conducting risky behavior online.

13. What should I do if I have concern?

- If you are concerned about a child online, follow The School's child protection procedures and report immediately to the DSL.

  For information, you can also contact a helpline for support and advice :

  -Professionals Online Safety Helpline – Advice and support for professionals working with children with any online safety issues children in their care may face : 0344 381 4772 or helpline@saferInternet.org.uk

  -NSPCC helpline – Advice and support for anyone who is worried about a child or needs information about child protection : 0808 800 5000

- If you are concerned about the behavior of a colleague online, follow The School's allegation procedures and report concerns immediately to the DSL. If you are unhappy with the response you receive, follow The School's whistleblowing policy.

To display in the classrooms (CP to CM2).

Primary Pupil Acceptable Use Agreement/ E-Safety Rules

• I will only use ICT in school for school purposes.
• I will only use my own school email address when emailing.
• I will only open email attachments from people I know, or who my teacher has approved.
• I will not tell other people my ICT passwords.
• I will only open/delete my own files.
• I will make sure that all ICT contact with other children and adults is responsible, polite and sensible.
• I will not deliberately look for, save or send anything that could be unpleasant or nasty. If I accidentally find anything like this I will tell my teacher immediately.
• I will not give out my own details such as my name, phone number or home address. I will not arrange to meet someone unless this is part of a school project approved by my teacher and a responsible adult comes with me.
• I will be responsible for my behavior when using ICT because I know that these rules are to keep me safe.
• I know that my use of ICT can be checked and that my parent/carer contacted if a member of school staff is concerned about my e-Safety.

Learning Platform Acceptable Use

These rules are to keep you safe whilst using the Learning Platform and stop you doing anything that could be unkind to others, or break the Learning Platform.
• I will only use my own username or password to log on to the Learning Platform.
• I will keep my Learning Platform username and password secret.
• I will not give personal details (like my home address or mobile phone number), or the personal details of any other person, to anyone by using the Learning Platform.
• I will only download, use or upload material to the Learning Platform when an adult at school tells me I may.
• I will always look away while other people are logging on to the Learning Platform.
• I will not try to change anything that other people have put on the Learning Platform.
• I will be polite and understand that other people might have different views and opinions to my own. I will not use rude or unkind words.
• Discussions will only be started by adults at school. I will only use the discussion areas for discussing things to do with my learning.
• If I see anything on the Learning Platform that breaks any of these rules I will tell an adult at school immediately.
• I will only use the Learning Platform to help me with my learning.
• Please read these rules carefully. By logging on to the Learning Platform you are promising to keep all of these rules.

User Signature

I agree to follow this code of conduct and to support the safe use of ICT throughout the school

Signature …….………………….…………… Date …………………….

Full Name …………………………………..

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To sign by the staff at the start of each academic year.

Staff Acceptable Use Agreement/Code of Conduct

ICT and the related technologies such as email, the Internet and mobile devices are an expected part of our daily working life in school. This policy is designed to ensure that all staff are aware of their professional responsibilities when using any form of ICT. All staff are expected to sign this policy and adhere at all times to its contents. Any concerns or clarification should be discussed with the Head Teacher.

• I will only use the school's email / Internet / Intranet / Learning Platform and any related technologies for professional purposes or for uses deemed 'reasonable' by the Head.
• I will comply with the ICT system security and not disclose any passwords provided to me by the school or other related authorities.
• I will ensure that all electronic communications with pupils and staff are compatible with my professional role.
• I will only use the approved, secure email system(s) for any school business.
• I will ensure that personal data is kept secure and is used appropriately, whether in school, taken off the school premises or accessed remotely. Personal data can only be taken out of school or accessed remotely when authorized by the Head.
• I will not install any hardware of software without permission of the Head Teacher.
• I will not browse, download, upload or distribute any material that could be considered offensive, illegal or discriminatory.
• Images of pupils and/ or staff will only be taken, stored and used for professional purposes in line with school policy and with written consent of the parent, carer or staff member. Images will not be distributed outside the school network without the permission of the parent/carer, member of staff or Head Teacher.
• I understand that all my use of the Internet and other related technologies can be monitored and logged and can be made available, on request, to the Head of Administration or Head Teacher.
• I will respect copyright and intellectual property rights.
• I will ensure that my online activity, both in school and outside school, will not bring my professional role into disrepute.
• I will support and promote the school's e-Safety policy and help pupils to be safe and responsible in their use of ICT and related technologies.
• I will not upload content that is inappropriate, offensive or even illegal to my online spaces at school or personal, or post material that could damage the reputations or the reputations of others, or breach intellectual property rights.
• I am aware that posting inappropriate comments to the profiles of others can result in bullying or humiliation for the person, or potential charges of libel for the perpetrator.

User Signature

I agree to follow this code of conduct and to support the safe use of ICT throughout the school

Signature …….………………….………… Date …………………..

Full Name …………………………………......................................

Job title …………………………………………………………..

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**Acceptable Use agreement/ E-Safety
Rules for Parents and Pupils
Remote teaching (PS to GS classes)**

PS to GS Parents Acceptable Use Agreement/ E-Safety Rules

Please note these rules apply from home when a child works under the instructions of the Teacher.

Seesaw and learning platforms Acceptable Use

These rules are to keep your child safe whilst using Seesaw or other learning platforms and stop your child doing anything that could be unkind to others, or break Seesaw or learning platforms.

• My child will only use Seesaw and school learning platforms for school purposes.
• We will keep my child's Seesaw or learning platforms username, password or QR code secret.
• My child will only open/delete his/her own files.
• My child will only download, use or upload material to Seesaw or learning platforms when an adult from school tells him/her he/she may.
• My child will not try to change anything that other people have put on Seesaw or learning platforms.
• We will not give personal details (like my child's home address or mobile phone number), or the personal details of any other person, to anyone by using Seesaw or learning platforms.
• We will be responsible for my child's behavior when using ICT.
• We will make sure that all ICT contact with other children and adults is responsible, polite and sensible. My child will be polite and understand that other people might have different views and opinions to my own. My child will not use rude or unkind words.
• We will not deliberately look for, save or send anything that could be unpleasant or nasty. If we accidentally find anything like this we will tell or contact the teacher immediately.
• We know that my child's use of ICT can be checked, and school staff can contact the Headteacher if concerned about my child's e-Safety.
 • Discussions or video conferences will only be started by adults at school. My child will only use the discussion areas for discussing things to do with his/her learning.
• If we see anything on Seesaw or learning platforms that breaks any of these rules, we will tell or contact via Seesaw an adult at school immediately.
• Please read these rules carefully. By logging on to Seesaw or any learning platforms instructed by the Teacher of your class you are promising to keep all of these rules.

Name:

Date:

Signature:

Acceptable Use agreement/ E-Safety
Rules for Parents and Pupils
Remote teaching (CP to CM2 classes)

CP to CM2 Primary Pupil Acceptable Use Agreement/ E-Safety Rules

Please note these rules apply from School and from home when a child works under the instructions of the Teacher.

• I will only use Seesaw, school learning platforms or my school email address for school purposes.
• I will not tell other people my ICT passwords or share my QR code.
• I will only open/delete my own files.
• I will make sure that all ICT contact with other children and adults is responsible, polite and sensible.
• I will not deliberately look for, save or send anything that could be unpleasant or nasty. If I accidentally find anything like this I will tell or contact via Seesaw my teacher immediately.
• I will not give out my own details such as my name, phone number or home address. I will not arrange to meet someone unless this is part of a school project approved by my teacher/parents and a responsible adult comes with me.
• I will be responsible for my behavior when using ICT because I know that these rules are to keep me safe.
• I know that my use of ICT can be checked and that my parent/carer contacted if a member of school staff is concerned about my e-Safety.
For CM2 Pupils
• I will only use my own school email address when emailing.
• I will only open email attachments from people I know, or who my teacher has approved.

Seesaw and Learning Platform Acceptable Use
These rules are to keep you safe whilst using Seesaw or other learning platforms and stop you doing anything that could be unkind to others or break Seesaw or learning platforms.

• I will only use my own username, password or QR code to log on to a learning platform or Seesaw.
• I will keep my Seesaw or learning platforms username, password or QR code secret.
• I will not give personal details (like my home address or mobile phone number), or the personal details of any other person, to anyone by using Seesaw or learning platforms.
• I will only download, use or upload material to Seesaw or learning platforms when an adult at school tells me I may.
• I will always look away while other people are logging on to Seesaw or learning platforms.
• I will not try to change anything that other people have put on Seesaw or learning platforms.
• I will be polite and understand that other people might have different views and opinions to my own. I will not use rude or unkind words.
• Discussions or video conferences will only be started by adults at school. I will only use the discussion areas for discussing things to do with my learning.
• If I see anything on Seesaw or learning platforms that breaks any of these rules, I will tell or contact via Seesaw an adult from school immediately.
• I will only use Seesaw or learning platforms to help me with my learning.
• Please read these rules carefully. By logging on to Seesaw or any learning platforms instructed by your Teacher you are promising to keep all of these rules.

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Date:
Signature:

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